



Volunteer Internship Program

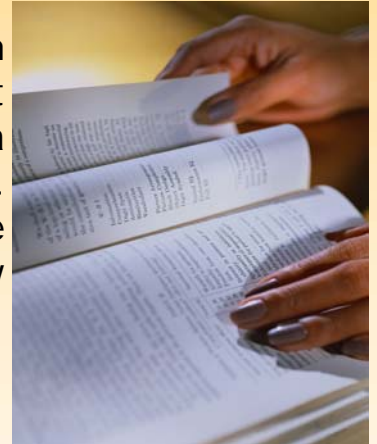
Live, Work, Play, and Learn in the City of Riverside

Mission

The City of Riverside is committed to provide students opportunities to develop and enhance their academic and career goals by offering a professional workplace environment where students will gain valuable experience.

The Volunteer Internship Program

The City of Riverside is pleased to partner with our prestigious local colleges and universities to offer students the opportunity to enhance their academic and career goals. The Volunteer Internship Program will expose students to career opportunities in local government allowing them to develop and strengthen professional skills in a work environment which enriches their classroom education. Working side-by-side with City staff, interns will gain valuable experience in a fast paced government environment as they help provide quality customer service to citizens.



The Volunteer Internship Program will:

- Provide students with valuable professional public service experience that will enhance their skills and competencies
- Give students an opportunity to learn first-hand how City government operates
- Offer networking and mentoring for academic and career growth
- Develop interest for possible public service careers

Education & Experience

The ideal candidates for the Volunteer Internship Program will be students who are willing to link their educational experience to local government and possesses outstanding communication skills in the areas of public information, education, and outreach to diverse audiences; exceptional oral and written communication skills; strong commitment to providing quality customer service; ability to develop and maintain effective relations with City staff; ability to understand and interpret complex reports.

Volunteer Internship Positions

- **Administrative Intern** - To qualify, intern candidates must be an undergraduate student currently enrolled (or recent graduate) in a Bachelor's Degree program at an accredited college or university with major work in Public or Business Administration or closely related field.
- **Management Intern** - To qualify, intern candidates must be currently enrolled (or recent graduate) in a graduate program at an accredited college or university with major work in Public or Business Administration or a closely related field.
- **Technical Intern** - To qualify, intern candidates must be currently enrolled (or recent graduate) in a program from an accredited post-secondary educational or vocational institution with major coursework related to a specialized field of study.
- **Law Clerk**– To qualify, intern candidates must be currently enrolled in a California State Bar approved school of law and completion of one year of full-time law school study.

Some exciting opportunities include...

Community Development Department– To perform various entry-level professional planning and case processing duties and assist in a wide variety of studies and research projects which may include report writing, statistical calculations, computer work, and other related activities.

Fire Department– To track compliance, develop statistical reports, research current businesses, and file permits on citywide hazardous material usage.

General Services Department– To research, develop and apply for grants from state and federal agencies and prepare necessary reports on the progress of grant projects; participate in reorganizing, cataloging and managing historical files and assist in the development of productivity analysis reports.

Human Resources Department– Depending on assignment:

- To assist in the citywide study of employee classification and compensations.
- Answers a variety of benefit inquiries; assist in establishing policies and procedures; research and analyze costing for a variety of benefits options.

City Attorney's Office– To prepare articles of use for legal documents; draft routine discovery requests and motions; gather factual information and perform basic legal research to assist attorneys in determining appropriate legal action; summarize, organize, and index prior opinions, testimonies, depositions, discovery responses, and other documentary material.

Library Department– To perform entry level technical computer duties related to the operation and maintenance of public access computers and other electronic equipment. Interns will assist in various types of work designed to complement and supplement existing programs. Typical duties include assisting the public in the use of electronic equipment and resources in the Library; assisting Library Technicians in providing service at the customer help desks, and help in providing basic computer workshops to staff and the public. The assignment would be at the Main Library or at any of the Riverside Public Library branches.

Mayor's Office– To perform a variety of tasks in support of the goals of the Mayor. The Administrative intern has three main focuses: assist constituents with obtaining information and directing their concerns; administrative support tasks, including answering phones and providing office assistance to the Mayor and his Chief of Staff; and, project duties including writing reports and memos and researching best practices from other jurisdictions. The Intern is occasionally asked to attend meetings and external events on behalf of the Mayor.

Public Utilities Department– Depending on assignment:

- To provide power flow analysis; develop reliability studies and reports on forecasting and distribution planning. Assignments would include report writing and field trips.
- To assist in the development of computer application program that maintains protective relay records. Other duties include updating fiber optic system data using specialized software and provide general engineering support for various electric substation design projects.
- To perform report analysis using Microsoft Word, Excel, and PowerPoint; create graphs with information from a database; conduct fieldwork for various studies.
- To support Water Engineering staff and Settlement Analysts; perform analysis using Microsoft Word, Excel, PowerPoint and other software programs.

Applications are now being accepted!

[APPLY HERE](#)



City of Riverside
Human Resources Department
3780 Market St.
Riverside, CA 92501

For additional information contact:

Gina Villaseñor
Phone: (951) 826-5970
Fax: (951) 826-2552
E-mail: GVillasenor@riversideca.gov